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# Overview

## What is the Virginia Voluntary Protection Program?

The Virginia Voluntary Protection Program (VVPP) is designed to recognize and promote exceptional safety and health management programs. In VVPP, the Department of Labor and Industry's Occupational Safety and Health Program (VOSH), management and labor establish a cooperative relationship at a general industry or public sector workplace that has implemented a strong program.

- ▲ Management agrees to operate an effective program that meets an established set of criteria.
- ▲ Employees agree to participate in the program and work with management to ensure a safe and healthful workplace.
- ▲ VOSH verifies that the program meets VVPP criteria, publicly recognizes the site's exemplary program, and removes the site from the programmed compliance inspections.

- ▲ VOSH also reassesses periodically to confirm that the site continues to meet VVPP criteria.
- ▲ The VVPP concept recognizes that enforcement alone can never fully achieve the objectives of the Occupational Safety and Health Act. Good safety management programs that go beyond VOSH standards can protect workers more effectively than simple compliance.
- ▲ VVPP participants are a select group of facilities that have designed and implemented outstanding safety and health programs.
- ▲ STAR participants meet all VVPP requirements. MERIT participants have demonstrated the potential and willingness to achieve STAR program status, and are implementing planned steps to fully meet all STAR requirements.

*Note: VOSH will continue to investigate valid, formal employee safety and health complaints, significant chemical spills and leaks, and all fatalities and catastrophes.*

## Virginia Voluntary Protection Program (VVPP)

### What Are the Benefits?

**The following benefits have been cited by Voluntary Protection Program participants:**

- ⬆ Improved employee motivation to work safely, leading to better quality and productivity
- ⬆ Reduced workers' compensation costs
- ⬆ Recognition in the community
- ⬆ Improvement of programs that are already good, through the internal and external review that is part of the VVPP application process
- ⬆ Reduction of lost workday injuries by 60 to 80 percent of what would be expected of an average site of the same size in the same industry.

*Won't this just make me  
do a lot of paperwork without  
making my program better?*

The VVPP application process is designed to be rigorous, to assure that only the best programs qualify. But reviewers don't look for a single correct way to meet VVPP requirements. They want to see a system that works for you. Many successful programs involve considerable written documentation, while others do not.

There is some paperwork required in the application process, but applicants may use as much existing material as possible. The VVPP coordinator can help you with questions about what might be required.

*Will my program qualify?*

A self-assessment checklist is included in this information kit. Use the checklist to see if your program meets VVPP criteria.

*How do I apply?*

You must submit a written application to the Virginia Department of Labor and Industry, Voluntary Protection Program. The application guidelines are included in the VVPP information kit. After your written application and all necessary documents have been reviewed, an onsite review will be scheduled.

*Where can I get more information?*

The Virginia Voluntary Protection Program coordinator can help you with any questions you have about self-assessment, the application, or other VVPP matters.

The VVPP coordinator can also refer you to other participants in the state so you can contact them about their experience.

## Virginia Voluntary Protection Program (VVPP)

# Onsite Review

### *Why does VOSH need to come to my site?*

VOSH must verify that your safety and health program, as detailed in your VVPP application, is fully operational and addresses all potential hazards at the site.

### *Who comes on a VVPP onsite review?*

The review will be arranged at the mutual convenience of all parties concerned. The review team will consist of a team leader, plus safety and health specialists as required by the size of the site and the complexity of the safety and health program.

### *How long will the team stay?*

The time required for the pre-approval review will depend upon the size of the site. Reviews average 2-4 days onsite, unless the site has complicating factors.

### *Do I have to wait until the end of the review to find out what my chances of being approved are?*

If, at the conclusion of the pre-approval review, the applicant needs to take actions to meet one or more of the requirements for approval, reasonable time (up to 90 days) will be allowed for those actions to be taken before a recommendation is made to the Commissioner of the Department of Labor and Industry. Where necessary, an onsite visit will be made to verify the actions taken after the pre-approval review visit.

If, in the opinion of the pre-approval review team, the applicant has met the requirements of VVPP, the team's recommendation will be made to the Director of Cooperative Programs, who, on concurrence, will recommend approval to the Commissioner of Labor and

Industry.

### *What will the team be doing while it's onsite?*

The team performs a review that includes several steps:

- ▲ Initial meeting
- ▲ Document review
- ▲ Walkthrough
- ▲ Formal interviews
- ▲ Closing meeting

## Initial Meeting

The team will hold a brief introductory meeting with you and your key people. Any company representatives who may be called upon to assist the team should be in attendance. Employees who are accountable for meeting or maintaining VVPP requirements should also attend.

The team leader will describe the VVPP approach and what the team expects to accomplish.

You will have the opportunity to point out special accomplishments that may not be a part of the application.

## Document Review

Onsite document review will include the following records (or samples of them) if they exist and are relevant to the application or the safety and health program.

## Virginia Voluntary Protection Program (VVPP)

### Onsite Review (continued)

1. Written safety and health programs
2. Management statement of commitment to safety and health
3. OSHA 200 log for the site and for all applicable contractor employees on the site, with appropriate back-up documentation
4. Safety and health manual(s)
5. Safety rules, emergency procedures, and examples of safe work procedures
6. System for enforcing safety rules
7. Reports from employees of safety and health problems and documentation of the responses
8. Self-inspection procedures, reports, and correction tracking
9. Accident/incident investigation reports
10. Safety and health committee minutes
11. Employee orientation and safety training programs and attendance records
12. Industrial hygiene monitoring records
13. Annual safety and health program evaluations and site and/or corporate audits, including the documented follow-up activities, for at least the last three years
14. Preventive maintenance program
15. Line supervision accountability documentation
16. Contractor safety and health program(s)
17. Other records that provide relevant documentation of qualifications.

### Walkthrough

The review team will walk through the facility to assure that the program is fully operational.

Team members will also be assessing the adequacy of the program to handle potential hazards. If the team notes any significant hazards during the walkthrough, you will be asked to correct the problem.

The team will have brief, informal interviews with randomly selected employees. The talks will be held near employee work stations so interruption of work can be avoided.

*What will happen if the team sees an apparent violation of VOSH standards?*

The Virginia VPP review team will be looking for evidence that your program is creating and maintaining safe and healthful working conditions. Any hazards they may observe will serve as indicators that some aspect of your program may need improvement.

While they won't issue citations, as safety and health professionals they would not be expected to ignore hazards. They will work with you to determine how and when to correct any hazards they see, and if corrections require more time than the onsite review allows, they will ask to be notified when the corrections have been completed.

### Formal Interviews

Formal interviews will be requested with a small number of your employees. These interviews will help to validate employee awareness of and participation in the overall safety and health program.

Each formal interview should last about 20 minutes and will be scheduled with the consent of management.

A private space will be requested for these interviews. All questions asked will relate to the site safety and health program.

Experience with interviews to date has been positive and has reflected well on local management.

## Virginia Voluntary Protection Program (VVPP)

# Self-Assessment Checklist

The items listed below will help you determine your eligibility for the Virginia Voluntary Protection Program. Check each item that you currently have or would be willing to implement. When you have completed the checklist, check the scoreboard at the end of this selection to see how you measure up.

When you are ready to submit your application, the Virginia VPP coordinator will be glad to help.

### Rates

- ▲ Three-year average injury and illness incidence rate and lost and restricted workday case rate which is below the state\* average for your type of business and contractors on site

*\*National data will be used if state data is not available*

- ▲ Annual injury and illness rate records and employment statistics\*

Injury and illness incidence rates are calculated:  
(N/EH) X 200,000 where:

N = number of recordable injuries and illnesses in one year

EH = total number of hours worked by all employees in one year

200,000 = equivalent of 100 full-time workers working 40-hour weeks, 50 weeks per year

Injury and illness lost and restricted workday case rates are calculated with the same equation where:

N = number of injuries and illnesses resulting in lost workdays and/or restricted work activity

*\*Call the Virginia VPP Coordinator for any questions concerning rate calculations, or if more information is needed*

### Management Commitment

- ▲ A managerial commitment to worker safety and health protection
- ▲ Top management's personal involvement

- ▲ Safety and health concerns integrated into management's overall planning cycle
- ▲ Safety and health protection managed in the same ways as productivity and quality are managed
- ▲ A written safety and health program appropriate to the size of your site and your industry that address all the elements in this checklist
- ▲ A results-oriented safety and health policy
- ▲ Clearly assigned safety and health responsibilities with documentation of accountability from top management to line supervisors
- ▲ Adequate authority to carry out assigned responsibilities
- ▲ Necessary resources to meet responsibilities
- ▲ Quality protection for all contract employees equal to that provided for your own employees
- ▲ Employee involvement in activities that have a major effect on your safety and health program
- ▲ Annual safety and health program evaluations with written narrative reports, recommendations for program changes, action plans, and verification procedures

### Worksite Analysis

- ▲ A method such as comprehensive safety and industrial hygiene surveys to identify existing or potential hazards in the workplace
- ▲ A pre-use analysis procedure for new processes, materials, or equipment to determine potential hazards
- ▲ Routine industrial hygiene monitoring of toxic substances and noise
- ▲ Monthly self-inspections with written documentation and hazard correction tracking

## Virginia Voluntary Protection Program (VVPP)

### Self-Assessment Checklist (continued)

- ⚡ Routine hazard analysis procedures which result in improved work practices or training for employees
- ⚡ A written hazard reporting system whereby employees pass on their observations or concerns to management without fear of reprisal
- ⚡ Accident investigations with written documentation
- ⚡ Method of documenting all identified hazards until they are controlled or eliminated
- ⚡ Analysis of injuries, illnesses and hazards to identify trends and implement program adjustments

#### Hazard Prevention and Control

- ⚡ Access to certified safety and health professionals
- ⚡ Engineering and administrative controls adequate for the hazards at the workplace
- ⚡ Written safety rules and practices that are understood and followed by all employees
- ⚡ A consistent disciplinary system applied to all employees who disregard the rules
- ⚡ Written rules for use and maintenance of personal protective equipment
- ⚡ Written plans to cover emergency situations
- ⚡ A hazard correction tracking procedure
- ⚡ Onsite or offsite medical and emergency services
- ⚡ First-aid and CPR trained personnel on staff during all shifts
- ⚡ Use of occupational health professionals in hazard analysis as appropriate

- ⚡ Documented ongoing monitoring and maintenance of workplace equipment

#### Safety and Health Training

- ⚡ Managerial, supervisory, and employee training, with emphasis on safety and health responsibilities
- ⚡ Training in the use and maintenance of personal protective equipment
- ⚡ Emergency preparedness drills, including annual evacuations
- ⚡ Documentation of all training received, including assessment procedures

#### Review

- ⚡ Your written safety and health programs and all documentation relating to the programs must be available for VOSH review.

#### Concurrence

- ⚡ Formal, signed statements from any collective bargaining agents indicating their support of your application to the Virginia Voluntary Protection Program - Where no collective bargaining agent is authorized, employees understand the VVPP and support participation

#### Scorebox:

If you checked each item or could within a few months, in all areas addressed in this self-assessment checklist, you may be ready to apply for participation in the Virginia Voluntary Protection Program.

# Virginia Voluntary Protection Program (VVPP)

## Application

Your Virginia Voluntary Protection Program application must address each of the following items below. Use of the numbering below helps speed review of your application. Where existing policies, guidelines, forms, etc. describe your programs, you are encouraged to enclose them and add the appropriate number used in the numbering system for this application.

### A. General Information

#### 1. Company name:

Home Address:

Site address (if different):

Site CEO:

Title:

Site Voluntary Protection Program  
Representative (name and title):

Representative's address if different from site:

Phone number:

#### 2. Corporate name (if different from Company Name:)

Corporate Voluntary Protection Program  
representative (if applicable) name and address:

Phone number:

#### 3. Collective Bargaining Agent(s):

Agent(s), address(es), Phone number(s)

#### 4. Numbers of employees at site:

Regular \_\_\_\_\_  
Temporary \_\_\_\_\_  
Contract \_\_\_\_\_

#### 5. Type of work performed and products produced at site:

#### 6. Industry SIC:

Site \_\_\_\_\_

Contractor(s) \_\_\_\_\_

#### 7. Total injury and illness incidence rate at site for each of the last three complete calendar years and average of those years:<sup>1</sup>

(Number of recordable injuries and illnesses in one year)  
(OSHA 200 Log - Columns 1 + 2 + 6 = Total)

**Site Rates:** (Rates must be below the average of your SIC code).

Year \_\_\_\_\_ (N\_\_\_\_\_/EH\_\_\_\_\_) x 200,000 = \_\_\_\_\_

Year \_\_\_\_\_ (N\_\_\_\_\_/EH\_\_\_\_\_) x 200,000 = \_\_\_\_\_

Year \_\_\_\_\_ (N\_\_\_\_\_/EH\_\_\_\_\_) x 200,000 = \_\_\_\_\_

Total \_\_\_\_\_ ÷ 3 = three-year average \_\_\_\_\_

#### Contractor Employee Rates:

Year \_\_\_\_\_ (N\_\_\_\_\_/EH\_\_\_\_\_) x 200,000 = \_\_\_\_\_

Year \_\_\_\_\_ (N\_\_\_\_\_/EH\_\_\_\_\_) x 200,000 = \_\_\_\_\_

Year \_\_\_\_\_ (N\_\_\_\_\_/EH\_\_\_\_\_) x 200,000 = \_\_\_\_\_

Total \_\_\_\_\_ ÷ 3 = three-year average \_\_\_\_\_

#### 8. Total lost and restricted workday injury and illness case rate at site for each of the last three complete calendar years and average of those years:<sup>1</sup>

(Number of cases involving days away from work, or days of restricted work activity, or both)  
(OSHA 200 Log - Column 2 = Total)

Year \_\_\_\_\_ (N\_\_\_\_\_/EH\_\_\_\_\_) x 200,000 = \_\_\_\_\_

Year \_\_\_\_\_ (N\_\_\_\_\_/EH\_\_\_\_\_) x 200,000 = \_\_\_\_\_

Year \_\_\_\_\_ (N\_\_\_\_\_/EH\_\_\_\_\_) x 200,000 = \_\_\_\_\_

Total \_\_\_\_\_ ÷ 3 = three-year average \_\_\_\_\_



## Virginia Voluntary Protection Program (VVPP)

### Application (continued)

#### Contractor Employee Rates:

Year \_\_\_\_\_ (N\_\_\_\_\_/EH\_\_\_\_\_) x 200,000 = \_\_\_\_\_

Year \_\_\_\_\_ (N\_\_\_\_\_/EH\_\_\_\_\_) x 200,000 = \_\_\_\_\_

Year \_\_\_\_\_ (N\_\_\_\_\_/EH\_\_\_\_\_) x 200,000 = \_\_\_\_\_

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Total \_\_\_\_\_ ÷ 3 = three-year average \_\_\_\_\_

#### B. Management Commitment and Employee Involvement

##### 1. Commitment:

- (a) Attach a copy of your site's established safety and health policy, goals and objectives.
- (b) Section H contains a sample statement regarding management commitment to safety and health and to participation in a Voluntary Protection Program. Submission of such a statement is required for VVPP participation.

##### 2. Organization:

Provide a description of how the safety and health function fits into the overall management organization.

##### 3. Responsibility:

Describe how your company assigns line and staff safety and health responsibility and how authority is given to enable assigned responsibilities to be met.

##### 4. Accountability:

Describe the accountability system you use for line managers and supervisors. Appropriate examples may include job performance evaluations, etc. Explain how the system is documented.

##### 5. Resources:

Describe personnel, equipment and other resources devoted to your safety and health program.

##### 6. Planning:

Describe how planning for safety and health fits into your overall management planning process.

##### 7. Contract workers:

Describe your program for ensuring that all contract workers who do work at your site are provided the same safe and healthful working conditions and the same quality protection as your regular employees.

##### 8. Annual evaluation of your safety and health program

Refer to section G for annual safety and health program evaluation requirements.

##### 9. Employee involvement:

Refer to section F for requirements concerning employee involvement in your safety and health program.

##### 10. Employee notifications:

Describe the method(s) used to ensure that all employees, including new hires as they arrive, will be notified about participation in the Virginia Voluntary Protection Program, their rights to register a complaint with VOSH, and their right to obtain self-inspection and accident investigation results upon request. (Various methods may include one or a combination of the following: bulletin boards, tool box or work group meetings, and new employee orientation.)

##### 11. Site plan:

Attach a site map or general site lay-out.

#### C. Worksite Analysis

##### 1. Pre-use analysis:

Explain how new equipment, materials, and processes are analyzed for potential hazards prior to use.

## Virginia Voluntary Protection Program (VVPP)

### Application (continued)

2. **Comprehensive surveys:**  
Indicate how you spot potential safety and health hazards at the site. Examples are industrial hygiene surveys, comprehensive safety reviews and/or project safety reviews at the time of design.
3. **Self-inspections:**  
Describe your worksite safety and health inspection procedures. Include information about inspection schedules and industrial hygiene sampling and monitoring. Indicate who performs inspections and how any necessary corrections are tracked. (You may attach sample forms and internal time frames for correction.) Where applicable to health hazards, summarize the testing and analysis procedures used and qualifications of personnel who conduct them.
4. **Job hazard analysis:**  
Relate how you review jobs, processes, and/or interaction of activities to determine safe work procedures (Not to be confused with self-inspections). Include procedures or guidance techniques used in conducting job hazard analysis.
5. **Employee notification of hazards:**  
Describe how employees notify management of conditions/practices that may be hazardous to safety or health.
6. **Accident investigations:**  
Describe or attach any forms and procedures for conducting accident investigations.
7. **Pattern analysis:**  
Describe the system used to analyze illness and injury trends over time through review of injury/illness

experience and hazards identified through inspections, employee reports, and accident investigations.

### D. Hazard Prevention and Control

1. **Professional expertise:**  
Provide details concerning your use of the services of certified professionals.
2. **Hazard elimination and control:**
  - (a) Safety and health rules: List your company's rules, and describe the disciplinary system you use for enforcing them.<sup>2</sup>
  - (b) Personal protective equipment: Describe your company's rules regarding personal protective equipment requirements. If respirators are used, attach a copy of the written respirator program.
3. **Emergency preparedness:**  
Describe your company's emergency planning and preparedness program.
4. **Preventive maintenance:**  
Provide a summary and description of your procedures for preventive maintenance of your equipment.
5. **Hazard correction tracking:**  
Describe your system for initiating and tracking hazard correction in a timely manner.
6. **Occupational health program:**  
Describe both the onsite and offsite health services and availability of qualified health care professionals. Indicate the coverage provided by employees trained in first aid, CPR and other paramedical training. What training have these employees received? Are their certifications current? Provide

# Virginia Voluntary Protection Program (VVPP)

## Application (continued)

a detailed description of how the site addresses specific programs such as hearing conservation, etc. Describe how your company uses the services of occupational health professionals, especially to design and implement a health surveillance and monitoring program for employees exposed to occupational health hazards.

### 7. **Process safety management:**

If your worksite is subject to the Process Safety Management Standard, describe your company's process safety management systems and assess the level of compliance against the standard's requirements.

- (b) Method of selecting employee members
- (c) Name, job and length of service of each member
- (d) Average length of service of employee members
- (e) Description of committee meeting requirements
- (f) Description of committee role
- (g) Describe hazard recognition training procedures. If previously covered in Safety and Health Training, indicate training.
- (h) List safety and health information accessible to and used by the committee.

## E. **Safety and Health Training**

1. Describe formal and informal safety and health training programs for your employees. Include supervisors' training schedules and information on: hazard communication, personal protective equipment and handling of emergency situations.
2. Sample attendance lists and tracking methods, if any, may also be attached (if desired).

## F. **Employee Involvement**

1. Describe the ways employees are involved in the safety and health program, providing specific information about decision processes that employees impact such as hazard assessment, hazard analysis, safety and health training or evaluation of the safety and health program.
2. If you have a safety and health committee, complete the following information where applicable:
  - (a) Date of committee inception

## G. **Program Evaluation**

1. Safety and health program self-evaluation: Provide a copy of last year's (the last 3 years, if available) comprehensive review and evaluation of your entire safety and health program.
2. Assessments of the effectiveness of the areas listed in these application guidelines should be included.
3. Describe your involvement within your community to assist other companies in providing knowledge and resources pertaining to both safety and health.
4. Include any other information you may consider crucial to the application.

## H. **Statement of Commitment**

1. Union statement: If your site is unionized, the authorized collective bargaining agent(s) must sign a statement to the effect that they either support the VVPP application, or that they have no objection to the site's participation in VVPP. The statement should be submitted with the application and must be on file before an

# Virginia Voluntary Protection Program (VVPP)

## Application (continued)

Onsite visit can be scheduled. Expressions of commitment for non-union employees are also required.

2. Management statement: Please read the following statement carefully and either place on your stationary and sign, or attach a letter which provides the same assurances in your words.

3. **We agree that:**

- (a) All employees, including newly hired employees and contract employees when they reach the site, will have the VVPP explained to them, including employee rights under the program and under the Occupational Safety and Health (OSH) Act.
- (b) All hazards discovered through employee notification, self-inspection, VOSH onsite review, accident investigations, process hazard reviews, annual evaluations, or any other means or report, investigation or analysis will be corrected in a timely manner, with interim protection provided as necessary.
- (c) If employees are given health and safety duties as part of our safety and health program, we will ensure that those employees will be protected from discriminatory actions resulting from carrying out such duties, just as section 11(c) of the OSH Act protects employees for exercise of rights under the act.
- (d) Employees will have access to the results of self-inspections and accident investigations upon request.

4. **We agree to provide the following information for VOSH review on site:**

- (a) Written safety and health programs
- (b) All documentation enumerated under III.J.4 of the current Federal Register Notice
- (c) Any agreements between management and collective bargaining agent(s) concerning the

functions of any joint labor-management safety and health committee and its organization and any other employee involvement in the safety and health program

- (d) We will retain these records until VOSH communicates its decision regarding initial VVPP participation. We will likewise retain comparable records for the period of VVPP participation to be covered by each subsequent evaluation until VOSH communicates its decision regarding continued approval.
- (e) We agree to make available for evaluation purposes any data necessary to evaluate the achievement of goals not listed above.

5. **We will provide VOSH each year:**

- (a) By February 15<sup>th</sup> our injury and illness incidence and lost and restricted workday case numbers and rates, hours worked, estimated average employment for the past full calendar year, and a copy of the most recent annual evaluation of the site's safety and health program.
- (b) In addition, we will send our combined injury and illness incidence and lost and restricted workday case numbers and rates, hours worked, and estimated average employment for all contractors' employees who worked at least 1000 hours in any one quarter on our site during the year.

6. **We understand** that we may withdraw our participation at any time or for any reason should we so desire.

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Signature

Manager of the applicant worksite  
(You may add the signatures of others as you wish)

# Virginia Voluntary Protection Program (VVPP)

## Application (continued)

### NOTES:

1. [Injury and illness incident rates] are calculated  $(N/EH) \times 200,000$  where:

N = Number of recordable injuries and illnesses in one year (plus any contractor, temporary, and miscellaneous that worked on site 1000 or more hours during any quarter).

EH = Total number of hours worked by all employees in one year at the site. This figure is to include all contractors, temporary, and miscellaneous that have worked onsite 1000 or more hours during any quarter.

200,000 = Equivalent to 100 full-time employees working 40-hour weeks, 50 weeks per year.

[Injury and illness lost workday case rates] are calculated with the same equation where:

N = Number of injuries and illnesses resulting in lost workdays and/or restricted work activity (plus any contractor, temporary, and miscellaneous that worked onsite 1000 or more hours during any quarter).

2. This is an item for which VVPP participants are required to have written procedures and/or documentation as part of their health and safety management systems.

### Notes